



Bend Metro Park & Recreation District

July 16, 2019

Board of Directors Agenda and Reports

www.bendparksandrec.org



play for life



Our Vision

To be a leader in building a community connected to nature, active lifestyles and one another.

Our Mission

To strengthen community vitality and foster healthy, enriched lifestyles by providing exceptional park and recreation services.

We Value

Excellence by striving to set the standard for quality programs, parks and services through leadership, vision, innovation and dedication to our work.

Environmental Sustainability by helping to protect, maintain and preserve our natural and developed resources.

Fiscal Accountability by responsibly and efficiently managing the financial health of the District today and for generations to come.

Inclusiveness by reducing physical, social and financial barriers to our programs, facilities and services.

Partnerships by fostering an atmosphere of cooperation, trust and resourcefulness with our patrons, coworkers and other organizations.

Customers by interacting with people in a responsive, considerate and efficient manner.

Safety by promoting a safe and healthy environment for all who work and play in our parks, facilities and programs.

Staff by honoring the diverse contributions of each employee and volunteer, and recognizing them as essential to accomplishing our mission.

play for life

District Office | Don Horton, Executive Director

799 SW Columbia St., Bend, Oregon 97702 | www.bendparksandrec.org | (541) 389-7275



Board of Directors

July 16, 2019

District Office Building | 799 SW Columbia | Bend, Oregon

AGENDA



5:30 p.m. CONVENE MEETING

STAFF INTRODUCTIONS

Justin Sweet, Business Analyst

WORK SESSION

1. Volunteer/Community Engagement Report – *Kim Johnson (15 min)*
2. Park Services Report: Prescribed Burning in Shevlin Park Update – *Jeff Amaral (20 min)*
3. Riverbend Park South Project Update – *Ian Isaacson and Mathias Perle (20 min)*

6:50 p.m. BREAK/TRANSITION

7:00 p.m. BUSINESS SESSION

VISITORS

The board welcomes input from individuals at our public meetings about district-related issues. Meeting attendees who wish to speak are asked to submit a comment card provided at the sign-in table. Speakers will have 3 minutes for comments. If there are questions, follow up will occur after the meeting. Thank you for your involvement and time.

CONSENT AGENDA

1. Meeting Minutes – 06/18/2019

BUSINESS SESSION

1. Presentation of Plaques to Board Members
2. Election of Board Officers
3. Appoint Board Executive Secretary
4. Approve Board Meeting Dates and Time
5. Appoint Legislative Liaison
6. Alpenglow Park – Award Design Contract Amendment – *Ian Isaacson (10 min)*
7. Convene as Contract Review Board to Conduct a Public Hearing and Approve Resolution No. 431 – Design Build Alternative Form of Contracting Method for the Juniper Swim & Fitness Indoor Pool Renovation Project – *Brian Hudspeth and Bronwen Mastro (15 min)*
8. Full-time Position Request – *Matt Mercer (15 min)*

EXECUTIVE DIRECTOR'S REPORT

PROJECT REPORT

BOARD MEETINGS CALENDAR REVIEW

GOOD OF THE ORDER

ADJOURN



Accessible Meeting/Alternate Format Notification

This meeting location is accessible. Sign and other language interpreter service, assistive listening devices, materials in alternate format or other accommodations are available upon advance request. Please contact the Executive Assistant no later than 24 hours in advance of the meeting at sheilar@bendparksandrec.org or 541-706-6151. Providing at least 2 business days' notice prior to the meeting will help ensure availability.

BOARD AGENDA COMMUNICATION

AGENDA DATE: July 16, 2019

SUBJECT: Volunteer/Community Engagement report

STAFF RESOURCE: Kim Johnson, Community Engagement Supervisor

PREVIOUS BOARD ACTION: None

ACTION PROPOSED: None

STRATEGIC PLAN:

Pillar: Community Relationships

Outcome: Exceptional customer and community experiences

Strategy: Provide exceptional experiences during each facet of the customer’s interaction with the district

BACKGROUND

Connecting residents with programs, events, facilities, parks and trails is central to the mission and values of the district. This includes providing opportunities for people to engage as supporters of district efforts.

The district offers opportunities for volunteers and sponsors to engage in a wide variety of experiences that support programs, events, facilities and projects.

Kim Johnson, community engagement supervisor, will share a report on volunteer involvement and impact, sponsor relationships and the support offered by Bend Park & Recreation Foundation.

BUDGETARY IMPACT

None

ATTACHMENTS

2018 Volunteer Service Summary Report



2018 Volunteer Service Summary

Bend Park & Recreation District is honored to work with the many volunteers who generously give their time and talents as support to their community and the organization. We strive to provide volunteers with engaging experiences that have purpose, match their interests and serve the needs of the district.

In 2018, more than 1,552 people volunteered their time with BPRD programs, facilities, events and projects. Volunteers were engaged as individuals or as part of a group and ranged in age from elementary school children to adults 87 years plus.

Volunteers contributed a total of over **52,954 hours**. This is the full time equivalent (FTE) of **25.46 staff**.

Volunteer service is assigned a value annually by The Independent Sector, a national non-profit organization providing statistics on volunteerism. The values reflect the most recent information available for the average wage plus benefits for non-management, non-agricultural workers.

- National Value of Volunteer Time (2018) - \$25.43 per hour
- Oregon Value of Volunteer Time (2018) - \$25.40 per hour

Service totals vary from year to year due to many factors including the consistency of reporting time by staff and by volunteers, changes in District needs and the availability of volunteers to meet that need. Year to year comparison is not necessarily an “apples to apples” measure for volunteer support.

Engaging volunteers provides many intangibles that are not easily quantified. Volunteer involvement can be seen as a reflection of the value the organization holds for the community, and volunteer service can hold several different values for the organization.

Essential Volunteers

Some volunteers are essential to the organization. These volunteers make programs possible or are mandated as part of the operation of the district. The volunteers may bring expertise and guidance to the organization or the human resources needed to support key initiatives, such as fiscal responsibility and keeping programs affordable for families.

- Youth Sports Coaches - **735** individuals volunteered to coach youth teams
 - **91** of these volunteers coached more than one team and/or more than one sport, filling a total of **849** coach positions on **563** teams.
 - **6,543** children participated on youth sport teams, an increase of **400** participants over 2017.
 - Volunteers contributed **35,536** hours, an FTE of **17.0** staff.
- BPRD Board of Directors – collectively contributed over **900** hours to meetings, training and oversight for the District.
- Budget Committee – contributed at least **80** hours as part of the District budget process.
- Goose Hazing volunteers - reported over **400** hours of hazing time with their dogs.
 - Their efforts have continued to result in a reduced number of geese in riverfront parks.

Program Support Volunteers

Program support volunteers enhance the quality, value and variety of District programs. Their participation directly benefits program participants, supports staff or helps maintain properties. Volunteer support can offset costs or enable resources to be allocated differently, offer manpower to take on a project and may open enrollment for more participants.

- **132** teen volunteers were involved with aquatic programs, preschool, after school and summer youth recreation and art activities.
- Groups and businesses helped with **16** park or trail maintenance projects - spreading bark mulch, picking up litter and pulling weeds. Volunteers include Cascade Crest Transitions, RAI Trade, Hydro Flask, Marriott Hotels, SOLVE, church, school and scout groups and others - contributing over **530** hours.
- Volunteer hosts at Riley Ranch Nature Reserve reminded visitors about rules for the park and welcomed them with information about the site. **12** volunteers cover more than **26 hours** at the park weekly.
- To help inform the district about river recreation, **6** volunteers were onsite in parks surveying people starting or ending their river floating day.

Community Involvement Volunteers

These volunteers are engaged in helping with the care of parks and trails and lending a hand at district sponsored events. Volunteers may participate as a way to fulfill a sense of community service, to care for places they value, to connect with people or to learn about stewardship. Park and trail adopters are extra “eyes and ears” in the field, providing timely report about maintenance, safety or community concerns.

- **14** trail sections, **33** parks and **8** off leash areas were supported by volunteers
Adopters include:
 - Bend Pet Express, Bend Vet Specialty & Emergency Center, Bend Vet Clinic, Bend Huskies
 - Ensworth, Ponderosa and Westside Village Elementary Schools
 - Summit High Vocational Program, The LOFT, Marshall High School, Homeschool Groups
 - Hydro Flask, HUMM Kombucha, IBEX Global, REI, Patagonia of Bend, The Wallace Group, GAP Bend
 - Kiwanis Club, Central Oregon Running Klub, Lava City Roller Dolls, Bend Oregon Raider Nation, Central Oregon Disc Golf Club
 - Several families and individual volunteers
- More than **90** people volunteered at BRPD sponsored events that connect people from throughout our community.

Volunteer Engagement Initiatives

Volunteer Coach Recruitment Video

In 2018, Community Relations created a video to recruit and retain coaches for youth sports. The video is available on the BPRD website and is seasonally used with social media posts. Future videos are planned to support orientation/training for volunteer coaches.

Site Host Volunteers

Based on the success of having volunteers involved as hosts at Riley Ranch this past year, the park stewardship team is considering developing a similar program for Shevlin Park in 2019. Volunteers at Shevlin Park would greet visitors, share information about what makes the park special and encourage people to keep their dogs on leash.

BOARD AGENDA COMMUNICATION

AGENDA DATE:	July 16, 2019
SUBJECT:	Prescribed Burning in Shevlin Park
STAFF RESOURCE:	Jeff Amaral, Natural Resources Manager
PREVIOUS BOARD ACTION:	Work session presentations – Nov. 7, 2017; June 6, 2017; August 3, 2016; April 5, 2016
ACTION PROPOSED:	None
STRATEGIC PLAN:	N/A

BACKGROUND

The district has partnered with the US Forest Service to conduct prescribed fires in Shevlin Park. District staff would like to continue this partnership with additional prescribed burns. The attached map shows the different burn units in and adjacent to Shevlin Park (attachment A). Previous successful burns in Shevlin Park were conducted in May 2017 (50 acres) and April 2018 (95 acres).

The goals of the prescribed fires are to improve forest health, increase resistance to disturbance (drought, beetles) and decrease the chance of a severe wildfire. In addition to the ecological benefits, prescribe burning also meets the goals identified in the 2015 Shevlin Recreation Management Plan. Through an extensive public outreach process the number one goal identified for Shevlin Park was to conserve the natural and cultural resources. The hope is to continue this partnership with the US Forest Service and continue to conduct prescribed fires into the future.

Currently, there are prescribed burns scheduled in Shevlin Park for fall 2019 (unit 6b) and spring 2020 (unit 3). Prescribed burns are conducted when specific weather parameters are met (temperature, humidity, wind, etc.). At Shevlin Park, we have the additional challenge of working around recreation programming and events. Therefore, we identify several potential dates, in advance, to ensure the park is not reserved and to provide flexibility for conducting the burn should the weather not be favorable. Identified dates for the upcoming prescribed fires are:

Unit 6b (62 acres) and Unit 4 (23 acres)

October 14-16, 2019

October 21-24, 2019

November 2019

Unit 3 (85 acres)

April 13-April 17, 2020

April 29-May 1, 2020

May 11-15, 2020

May 26-29, 2020

Historically, fire played an essential ecological role across the Central Oregon landscape. Research shows prior to European-American settlement, most ponderosa pine forests experienced surface fires at intervals ranging from 1-30 years. These frequent low intensity fires created open-park like stands with mature ponderosa pines and other fire resilient and dependent species such as western larch and lodgepole pine. Understory fuel loads were significantly lower as shade tolerant shrubs and trees were killed by frequent fires.

Shevlin Park, prior to the logging boom, experienced similar wildfire intervals to what is described above. Due to fire suppression efforts, logging and land development, Shevlin Park and surrounding lands are outside their historical range of variability. Evidence of this is the 1990 Awbrey Hall Fire. This severe stand replacing fire was fueled by high vegetation densities in both the overstory and understory. Since the Awbrey Hall Fire, the district has been actively conducting fuels reduction projects; including a prescribe burn in 1996, understory thinning and pile burning and brush mastication.

BUDGETARY IMPACT

The district will need to match 20 percent of the total cost of the project. The district's funding is in-kind which will be met through burn preparation and fuels reduction projects completed in this area.

STAFF RECOMMENDATION

None, information provided for discussion only.

MOTION







None, information provided for discussion only.

ATTACHMENTS

Attachment A: Shevlin Prescribed Fire Project Map

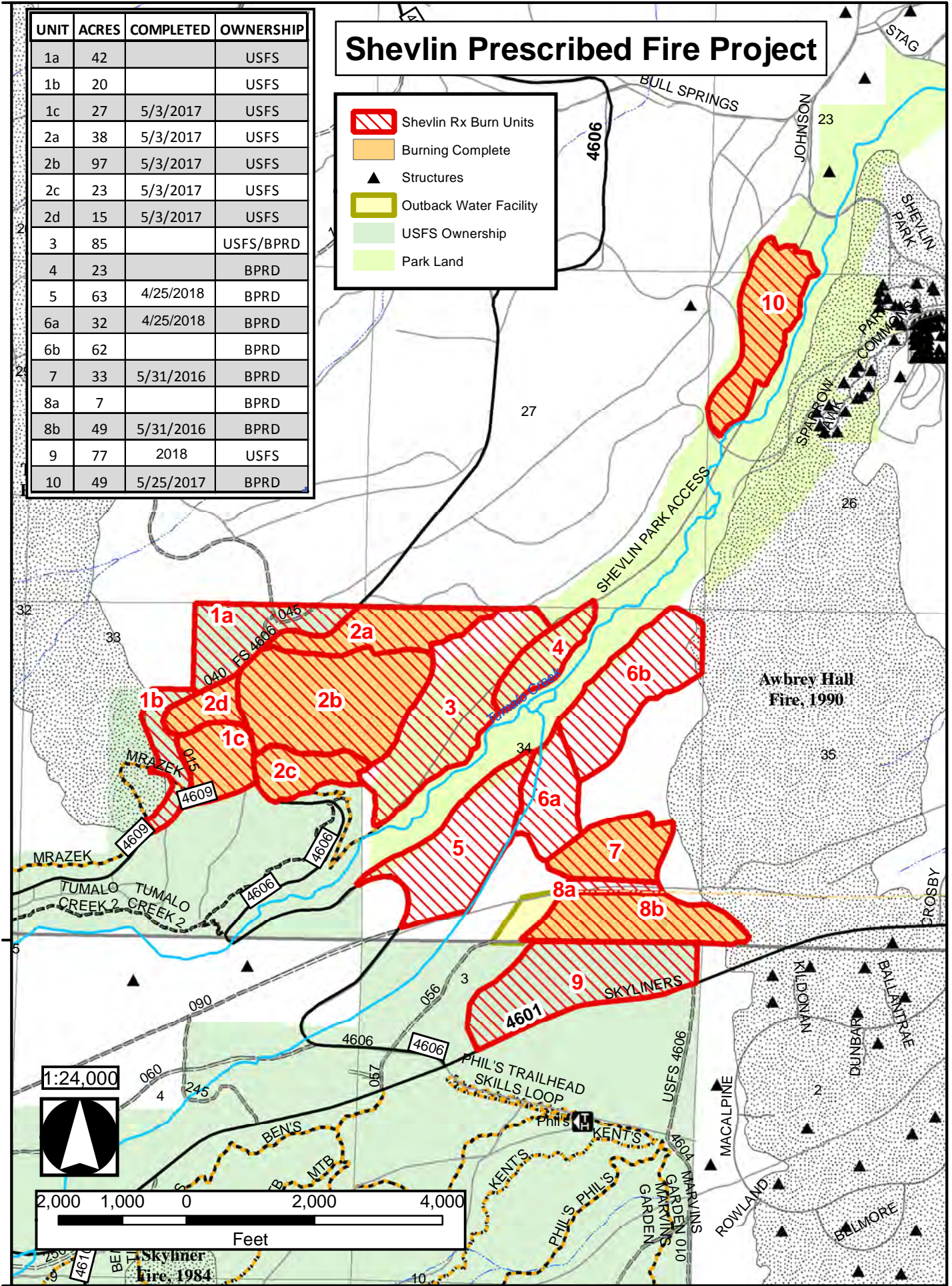
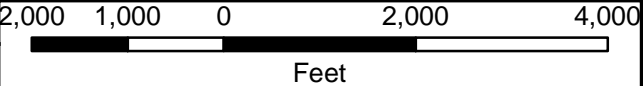
Shevlin Prescribed Fire Project

UNIT	ACRES	COMPLETED	OWNERSHIP
1a	42		USFS
1b	20		USFS
1c	27	5/3/2017	USFS
2a	38	5/3/2017	USFS
2b	97	5/3/2017	USFS
2c	23	5/3/2017	USFS
2d	15	5/3/2017	USFS
3	85		USFS/BPRD
4	23		BPRD
5	63	4/25/2018	BPRD
6a	32	4/25/2018	BPRD
6b	62		BPRD
7	33	5/31/2016	BPRD
8a	7		BPRD
8b	49	5/31/2016	BPRD
9	77	2018	USFS
10	49	5/25/2017	BPRD

-  Shevlin Rx Burn Units
-  Burning Complete
-  Structures
-  Outback Water Facility
-  USFS Ownership
-  Park Land

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BOARD AGENDA COMMUNICATION

AGENDA DATE:	July 16, 2019
SUBJECT:	Natural Resource River Stewardship – Riverbend Park South Project Update
STAFF RESOURCE:	Ian Isaacson, Project Manager
GUEST PRESENTERS:	Mathias Perle, Restoration Program Manager, Upper Deschutes Watershed Council
PREVIOUS BOARD ACTION:	February 16, 2016 – Project Introduction September 5, 2017 – Project Update April 3, 2018 – Approved MOU with UDWC
ACTION PROPOSED:	None
STRATEGIC PLAN:	
Pillar:	Operations and Maintenance
Outcome:	Be a local leader in environmental stewardship
Strategy:	Improve efforts to be responsible stewards of the natural environment

BACKGROUND

While the Deschutes River is a popular recreation amenity for river users, it is also vital to the environmental diversity and aesthetic appeal of Bend. The Bend Park and Recreation District manages more than 10 miles of river park frontage along the river corridor including the Bend Whitewater Park. As recreational use of the river has increased over the recent years, the district has recognized the challenges of balancing river recreation demands with aesthetic and environmental protection of the riparian areas along the river.

From 2016 to 2017, staff worked with the Upper Deschutes Watershed Council (UDWC) to complete an inventory and assessment of the riparian conditions of the riverbank along district-owned property. The initial assessment summarized the bank condition at 13 sites and identified numerous opportunities for riparian area restoration and improved river access. These opportunities were evaluated and prioritized with the help of a Technical Advisory Committee comprised of representatives from UDWC, Oregon Watershed Enhancement Board (OWEB), Oregon Department of Fish and Wildlife, Trout Unlimited, Botanical Developments and Bend Paddle Trail Alliance. This information was then presented separately to the district's board of directors and the Upper Deschutes Watershed Council Board of Directors. Both boards shared an interest in continuing to collaborate to improve conditions along the riverbank.

In April 2018, the district entered into a memorandum of understanding (MOU) with the Upper Deschutes Watershed Council to formalize the ongoing commitment by both entities to work together to implement riparian area improvements along the river, while providing opportunities for public river access for recreation. The MOU outlines the goals of the partnership and defines

the broad roles and responsibilities of each entity. With this MOU in place, UDWC and the district proceeded to start the Riverbend Park South Project. This project was identified as the highest priority project from the assessment completed in 2017. The project is situated along the west side of the Deschutes River, between the Bill Healy vehicle bridge and the Farewell Bend footbridge.

In spring of 2018, the district provided matching funds and supported UDWC's efforts to apply for, and receive, a technical assistance grant from OWEB. UDWC used these funds to hire ESA, an environmental consulting firm, to complete engineering drawings and cost estimates for the project.

ESA completed the conceptual design and associated cost estimate for the project. Design treatments include three hardened water access points, fencing and riparian habitat improvements. A public outreach campaign will ensue at the end of July, where staff will be on site presenting this project to river and trail users and gathering feedback.

The next stage of design (60 percent drawings) should be completed by early fall, at which point UDWC plans to apply for additional grant funding from OWEB, with matching funds provided by the district. If awarded, this additional grant funding will be used to complete construction. Staff and UDWC will share the conceptual design and next steps during a board meeting.

The Riverbend Park South Project will serve as an example for future projects along the Deschutes River corridor. The district remains committed to the stewardship of the Deschutes River, and this project is first step in achieving balance between restoration and recreation.

BUDGETARY IMPACT

Beginning last fiscal year, the district allocated \$165,000 in property taxes toward river stewardship; \$40,000 was dedicated as a match for the OWEB grant awarded to UDWC to complete the design for the Riverbend Park South Project. The remaining funds will be used to help match future grants to construct the Riverbend Park South Project, as well as to support the planning process for the broader River Access Project.

STAFF RECOMMENDATION

None, information provided for discussion only.

MOTION

None, information provided for discussion only.

ATTACHMENTS

None



Board of Directors

June 18, 2019

District Office Building | 799 SW Columbia | Bend, Oregon



5:30 p.m. MEETING CONVENED

BOARD PRESENT

Ted Schoenborn, Vice Chair
Nathan Hovekamp
Lauren Sprang
Ellen Grover

BOARD ABSENT

Brady Fuller, Chair: *Director Fuller participated by phone for the discussion and vote on Mirror Pond Resolution No. 430

STAFF PRESENT

Don Horton, Executive Director
Michelle Healy, Deputy Executive Director
Matt Mercer, Director of Recreation
Julie Brown, Manager of Communications and Community Relations
Sheila Reed, Executive Assistant
Brian Hudspeth, Development Manager
Jeff Hagler, Park Stewardship Manager
Sarah Bodo, Park Planner
Jason Powell, Construction Supervisor
Jeff Hagler, Park Stewardship Manager

MEDIA

Isaac Biehl, The Source

WORK SESSION

1. Recreation Report: Open Skate and Roller Sports – *Kevin Collier and Russ Holliday*

Mr. Collier said open skate is the top priority according to the recreation community survey. Open skate is scheduled forty percent of the ice time. It is offered on multiple days and times and discounted days are available as well. Mr. Holliday said the open skates are in the highest demand by the community which makes it difficult to balance the time needed for the sport programs that are at capacity. For the past three years, each year about 31,000 visits have been recorded for open skate visits with December as the busiest month followed by November and January.

Mr. Collier spoke about the roller sports coming to The Pavilion. He shared with the board that Cascade Indoor Sports is no longer offering roller sports and the community has asked The Pavilion to

pick it up. Open skate will start July 8. Mr. Holliday said he would like to have some new roller programs similar to the ice programs. These programs would be introductory programs to get kids involved and they could transition to the club teams later.

Director Hovekamp asked about the flooring for the roller programs. Mr. Holliday responded that the flooring materials and labor were both donated and said the floors have already been installed. Mr. Holliday commented that this is a good collaboration with the roller sports community.

2. Land Acquisition Policy : Revised– *Michelle Healy*

Ms. Healy opened with stating that since 2011 the district has purchased quite a bit of property and updated the comprehensive plan. The new comprehensive plan is more prescriptive and lays out the park search areas, new trail areas, and specific projects that need land acquisition. Ms. Healy said the district has had a land acquisition policy for eight years. The policy has been updated to direct staff and reflects the current practices of acquiring land. This update also satisfies a CAPRA requirement that requires that policies to be updated over time.

3. Public Records Request Policy : *Revised – Sheila Reed*

Ms. Reed said the current policy needed to be updated to reflect new laws that have recently passed. The new laws pertain to response times to the requestor for information, stating that a request for records must be responded to in five business days and 10 business days are allowed to provide the information requested. The change also fulfills a CAPRA requirement.

4. Discuss Resolution No. 429 – Supporting RTCA Technical Assistance Program– *Sarah Bodo*

Ms. Bodo said this resolution shows that the board is in support of the district's application for technical assistance from National Park Service. The Rivers, Trails, and Conservation Assistance (RTCA) program is made up of National Park Service staff that focuses on community river and trail projects. The program provides free, on location planning and facilitation services to local communities around the country.

Ms. Bodo said the district is seeking assistance on the River Access Plan for parks along the Deschutes River. She stated the district owns 16 parks and manages 17 miles of trail along the Deschutes River. Ms. Bodo described the dramatic change of use of the river since river recreation became legal in 2005. The plan would look at how people are accessing the river from the district properties and address the impacts with current community desires. She said that when the district inventoried the riparian habitat along the stretches of the parks, 195 access points were found in just six miles of park/river frontage. These access points degrade habitat and the rate of impact exceeds the rate of recovery.

Ms. Bodo said that 250,000 people were counted at the whitewater park floater channel in 2018 and 24,000 new residents are expected in Bend in the next 10 years which demonstrates that river use

and greater access will be needed. Ms. Bodo said RTCA would bring a neutral voice and best practices from other communities to help enhance the planning effort that will be completed mostly through staff and partner efforts. Ms. Bodo asked the board to pass the resolution for submittal of the application at the end of the month.

CONSENT AGENDA

1. Meeting Minutes – 06/04/2019
2. Land Acquisition Policy
3. Public Records Request Policy
4. Approve Resolution No. 429 – Supporting RTCA Technical Assistance Program

Director Grover made a motion to approve the consent agenda. Director Hovekamp seconded. The motion passed unanimously, 4-0

BUSINESS SESSION

1. Final Strategic Plan – *Quinn Keever*

Ms. Keever stated that since June 4, there have been some edits made to the Strategic Plan that were requested by the board. She reviewed the minor changes and additions. She spoke about the implementation strategy and said each of the action items will have actions behind them that will be further developed. She explained that the plan will go through annual and quarterly reviews to monitor progress with updates that will be shared with the board. Ms. Keever asked the board to pass the final Strategic Plan.

The board complimented Ms. Keever on the process and completed plan.

Director Hovekamp made a motion to adopt the 2019-2022 Bend Park and Recreation District Strategic Plan. Director Sprang seconded. The motion passed unanimously, 4-0

2. Pine Nursery Playground Surfacing Project Contract Award– *Jason Powell*

Mr. Powell presented this project to the board. He said this playground has been closed too long and would like board approval for the necessary repairs. The district solicited bids and received three responses in May. Staff recommends awarding the contract to the lowest bidder, Precision Recreation Contractors, Inc. Mr. Powell said that this project is not part of the 2020-2024 Capital Improvement Plan or next fiscal year adopted budget and requested the use of reserve funds for this project.

Director Grover made a motion to amend the 2020-2024 Capital Improvement Plan to add the Pine Nursery Playground Surfacing project with a funding allocation of \$130,000 in property taxes. Director Hovekamp seconded. The motion passed unanimously, 4-0

Director Grover made a motion to authorize the Executive Director to execute a construction contract to Precision Recreation Contractors, Inc. for the construction of the Pine Nursery Park

Playground Surfacing Project in the amount of \$110,924.04, and to approve an additional 10% contingency of \$11,092.00, for a construction budget not to exceed \$122,016.04. Director Sprang seconded. The motion passed unanimously, 4-0

Director Grover made an additional motion to authorize the Executive Director to work with legal counsel to initiate arbitration against JP Prinz Co. and Hudson Insurance Group, the bonding company for the project if JP Prinz Co. does not respond to the demand letter in the timeframe set forth in the letter. Director Sprang seconded. The motion passed unanimously, 4-0

3. Adopt Resolution No. 430 on Mirror Pond – *Don Horton*

*Director Fuller participated by phone for this topic.

Executive Director Horton said he is bringing back this resolution that was considered at the last board meeting. Since then, Director Fuller and Executive Director Horton have met with staff at the city to review the edits. Executive Director Horton reviewed these edits with the board.

The board discussed the next steps of creating the MOU with the city. Once the resolution is adopted, an MOU can be created; the MOU will be created for the desired fish passage with funding and will define a timeline and process. The board asked if the MOU could be created outside of board approval, Executive Director Horton said that it could, but he assured the board that he would bring it before the board prior to approving it. The resolution also calls for an IGA that will be presented to the board for approval because it will include a commitment of funds.

The board discussed adding in to the motion that the resolution is pending legal review and will allow for minor changes to language.

Director Schoenborn opened the floor for public comment on Resolution No. 430.

VISITORS

Mark Davis: Mr. Davis stated his opinion that he does not believe that PacifiCorp is committed to the dam long term. He summarized the reasons for his opinion. He said this resolution is flawed because it does not contain a binding commitment from PacifiCorp to do anything. He mentioned the dam will be re-evaluated for safety and new laws will give OWRD increased authority to enforce dam safety measures.

Mike Tripp: Dr. Tripp said that the community support was for the combination of the seven goals of the 2015 preferred alternative plan. Although this draft identifies the seven goals, he does not believe that they are addressed. He stressed that the future of the dam should be the first priority and believes that dam is near the end of its lifespan. Dr. Tripp would like to see stronger commitment from PacifiCorp for keeping the dam in place. He further stated that the resolution seems to disavow the district's accountability in future pond maintenance and operations. He further stated that this could be a formula for future problems with public relations and legal problems. Dr. Tripp said the project is not adequately defined and in his opinion this resolution does not provide adequate framework for the MOU or the IGA that will follow.

David Paulson: Mr. Paulson said the board should be demanding answers it doesn't have. He said the cost for the dredge is a rough estimate and questioned why an engineering study has not been done to define the costs and what is included. He asked the board why they have not demanded to have fish passage design estimates and construction cost estimates. He continued to say that there are no enforcement mechanisms in case the verbal commitments from PacifiCorp aren't kept and stated that he believes the dam will be gone in 30 years.

Craig Lacey: Mr. Lacey expressed his concerns that the resolution only addresses funding for the dredge. He asked about the other goals of the vision and asked why the district is not willing to contribute to the overall solution.

Todd Taylor: Mr. Taylor thanked the board for all their effort. He said he wanted to provide some clarity on three items. He stated he understands there is a delta between the funds from the city and district and what is left to be raised; he is confident that they will get the funding for the full dredge. He said that Mirror Pond Solutions shares the passion for a fish passage and will commit \$10,000 to it; he believes that the funds can be raised in the community and suggested that the district contribute \$300,000 to the fish passage as well. Mr. Taylor addressed the topic of the dam and said Pacific Power has communicated their intent for the dam and they are committed to the dam, he said all the comments about this is speculation.

Director Hovekamp asked if Mr. Taylor would share his observation that the commitment to the dam by Pacific Power can be taken at face value. Director Hovekamp said originally the dam was deemed to not be sound and then Pacific Power decided to keep it in place. He asked what is to keep Pacific Power from changing their minds again. Mr. Taylor said Mirror Pond Solutions has expressed interest in owning the dam and hope to remain on the list should it come up for sale. He stated that Pacific Power has not spoken of the condition of the dam and all conversations he has had indicate that they are going to keep it.

Executive Director Horton said he would like to address a couple of things. He said anytime a project is started there is a cost estimate done and there are cost estimates for the dredging and the entire vision. The dredge project has permits and it is now known how the sediment will be removed and disposed. He said at this stage there is more than an estimate. The second part he addressed was the financial contribution of the district. He said the district is addressing the more than the dredge by funding \$300,000 for the dredge and another \$6.6 million for the riparian habitat and trails in Drake Park. The city is also committing to the storm water process, which will add to the \$3 million investment that is committed for the dredge.

Mike Ogle: Mr. Ogle said he heard from ODFW that the dam is only running two months of the year. He believes that the dam is only being kept to avoid the costs of dredging that PacifiCorp could be charged by removing the dam.

The board discussed the revisions to the resolution and the board members agreed that it does a better job of addressing the full vision of the project; they agree the project is multifaceted and the dredge is just one component. The board showed appreciation for the public comments and expressed that they are moving forward with as much certainty possible. They all agreed that the

MOU will address the fish passage and costs. The board did not unanimously support the dredge, but decided to reasonably disagree. Most stated that this resolution allows for a part of the vision to move forward and the rest of the vision will be considered in the future.

Executive Director Horton reminded the board that they are not adopting a construction contract. The contract will have to be put out for bid and if the bids come in at a higher cost, the board has the option to not approve the contract. He addressed the question of whether the dam will remain in place and said that this has always been a question, but today the assurances are better that it will not be removed. Executive Director Horton said that when the district did the planning for the bank and trail work, the plans were made to take in account both scenarios to ensure that the project work is money well spent and still functions if the dam were removed. Staff also asked the Governor's office twice to get the regulatory agencies together to ask what would be required of PacifiCorp if they were to remove the dam. None of the agencies could answer the question and responded that the application would have to be reviewed when it is submitted. This question was asked so the district could avoid public investment made on a project that may be the responsibility of a private company. At this point the district does not have an answer in this and is not anticipating one.

Director Grover made a motion to adopt Resolution 430 pending final legal review in substantially similar form as attached, to advance the Mirror Pond vision by calling for a process for Bend Park and Recreation District and the City of Bend to work together toward an update of the Mirror Pond Vision and to set forth the parameters to guide a subsequent agreement to dredge Mirror Pond. Director Sprang seconded. All in favor: Director Fuller, Director Sprang, Director Grover and Director Schoenborn, opposed: Director Hovekamp. The motion passed, 4-1.

EXECUTIVE DIRECTOR'S REPORT

PROJECT REPORT

BOARD MEETINGS CALENDAR REVIEW

GOOD OF THE ORDER

Director Grover thanked the board and staff for being ethical and driven to serve the mission of the district.

Director Schoenborn shared that the district lost an employee, Vickie Dawley, yesterday. He commented that she always remembered everyone and was so positive and eager to bring people in. He said he wanted to recognize her service to the district tonight.

ADJOURN 8:37pm

◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆

Prepared by,
Sheila Reed

Executive Assistant

Brady Fuller, Chair

Ted Schoenborn, Vice-Chair

Ellen Grover

Nathan Hovekamp

Lauren Sprang

DRAFT

BOARD AGENDA COMMUNICATION

AGENDA DATE: July 16, 2019

SUBJECT: Election of Chair and Vice Chair

STAFF RESOURCE: Don Horton, Executive Director

PREVIOUS BOARD ACTION: None

ACTION PROPOSED: Conduct election of board officers

BACKGROUND

The board of directors annually elects a chair and vice chair at the first meeting in July of the new fiscal year, the chair and vice chair each serve a one-year term. Duties and responsibilities of the chair include presiding at board meetings, appointing committees and signing ordinances, resolutions, proclamations, correspondence, the executive director's employment contract, etc., on behalf of the board of directors. The chair may also represent the board of directors in meetings with other agency officials, and at public functions requiring a presence of the district. In the event the chair is absent from a meeting or unavailable for any of the duties mentioned above, the vice chair will substitute for the chair.

MOTION

I nominate _____ to serve as chair of the Bend Park & Recreation District Board of Directors for Fiscal Year 2019-20.

I nominate _____ to serve as vice chair of the Bend Park & Recreation District Board of Directors for Fiscal Year 2019-20.

BOARD AGENDA COMMUNICATION

AGENDA DATE: July 16, 2019

SUBJECT: Appoint Executive Secretary of the Board of Directors

STAFF RESOURCE: Don Horton, Executive Director

PREVIOUS BOARD ACTION: None

ACTION PROPOSED: Appoint Don Horton, executive director, as executive secretary of the board of directors

BACKGROUND

The board of directors is required to appoint an executive secretary according to Oregon State Statute 266.370. As a matter of formality, the board annually appoints the executive director to serve in this capacity. The executive secretary represents the board in business matters and signs ordinances, resolutions, proclamations, correspondence, contracts, deeds, etc., on behalf of the board of directors and the district.

STAFF RECOMMENDATION

Appoint Don Horton, executive director, to serve as the executive secretary of the board.

MOTION

I move to appoint Don Horton, executive director, to serve as executive secretary of the Bend Park and Recreation District Board of Directors for fiscal year 2019-20.

BOARD AGENDA COMMUNICATION

AGENDA DATE: July 16, 2019

SUBJECT: Board of Directors Meeting Dates and Time

STAFF RESOURCE: Don Horton, Executive Director

PREVIOUS BOARD ACTION: None

ACTION PROPOSED: Set board meeting dates and times for 2019-20

BACKGROUND

The board formally determines the meeting dates and times for the year at the first meeting in July. Meetings are typically held the first and third Tuesday of each month with a work session at 5:30 p.m. and a business session at 7 p.m.

MOTION

I move to conduct the Bend Park and Recreation District Board of Directors public meetings on the first and third Tuesdays beginning a 5:30 pm with a work session and a business session beginning at 7:00 pm.

BOARD AGENDA COMMUNICATION

AGENDA DATE:	July 16, 2019
SUBJECT:	Appoint Legislative Liaison
STAFF RESOURCE:	Don Horton, Executive Director
PREVIOUS BOARD ACTION:	None
ACTION PROPOSED:	Appoint legislative liaison to represent the board of directors

BACKGROUND

The board of directors recognizes the needs of the district to take an active role in the legislative process as it relates to legislation affecting the district and recreation in general. To aid the board in this effort, the board shall appoint one of its members as legislative liaison. The legislative liaison will be elected annually at the first meeting in July of the new fiscal year.

The duties of the legislative liaison are to:

- Work with the executive director to keep abreast of legislation that may affect the district
- Keep the other members of the board up to date on legislative issues and district involvement
- Discuss course of action and level of involvement on legislative issues with the board
- Represent the board during the legislative session; provide testimony, compose written testimony and other correspondence

MOTION

I move to appoint _____, to serve as legislative liaison for the Bend Park and Recreation Board of Directors for fiscal year 2019-20.

BOARD AGENDA COMMUNICATION

AGENDA DATE:	July 16, 2019
SUBJECT:	Approve Amendment to Professional Services Contract for Alpenglow Park
STAFF RESOURCE:	Ian Isaacson, Project Manager Brian Hudspeth, Development Manager
PREVIOUS BOARD ACTION:	July 15, 2014, Approved Land Acquisition; June 6, 2017, Approved Park Name; October 3, 2017, Approved Professional Services Contract; March 6, 2018, Adopted Master Plan; July 17, 2018, Approved Amendment to Professional Services Contract
ACTION PROPOSED:	Approve Amendment #5 to Professional Services Contract
STRATEGIC PLAN:	
Pillar:	Operations and Management Practices
Outcome:	A balance between caring for existing infrastructure and new development
Strategy:	Ensure the district is maintaining its adopted Level of Service targets

BACKGROUND

The district purchased 37-acres of property, located ½ mile north of Knott Rd. The site is bordered by a Burlington Northern Santa Fe rail line to the west and SE 15th Street to the east. This site is characterized by semi-arid high desert vegetation with a mature stand of Ponderosa Pine, mature Junipers, a basalt ridge designated as an area of special interest by the city of Bend, and views to the west of the Cascade Mountain Range. Alpenglow Park will serve the community's recreation, social, and cultural needs and activities. By doing so, it will provide opportunities for a wide array of recreation activities ranging from active to passive recreation through a multitude of programming elements and amenities.

On October 3, 2017, the board approved the professional services contract with Environmental Science Associates (ESA) for topographic survey, planning, and design services to complete a master plan for the park. Following the adoption of the park master plan by the board on March 6, 2018, staff worked with ESA on completing the final tasks related to the master plan. Staff then moved forward with the project through schematic design and 30 percent design documents with contract amendment #3, which was approved by the board on July 17, 2018.

The project is ready to move forward with development of construction documents and permitting. The original contract did not include these services because the district did not yet have a master plan documenting identifying the proposed improvements nor was it known what work would be

needed. It was anticipated that the contract would need to be amended to include this work. The proposed amendment #5 includes preparation of construction documents, final permitting, construction administration and final cost estimates. This amendment will complete the full scope of design services necessary for the development of Alpenglow Park.

BUDGETARY IMPACT

The current funding allocation for Alpenglow Park in the 2020-2024 Capital Improvement Plan is \$11,395,768.00 in system development charges to be spent over the next two fiscal years.

To date, the district has spent \$597,292.35 of which \$517,576.40 has been for design services. The cost for amendment #5 is \$1,116,37.00 bringing the total contracted amount for design services to \$1,709,835.00. With a contingency of \$109,713 added, the total design budget will be \$1,821,438.70. This leaves \$9,574,329.30 for construction, permits and other miscellaneous costs.

STAFF RECOMMENDATION

Staff recommends that the board approve contract amendment #5 with ESA, including contingency to complete the design of Alpenglow Park.

MOTION

I move to authorize the executive director to negotiate and execute amendment #5 to the contract with Environmental Science Associates for Alpenglow Park in an amount not to exceed \$1,116,037.00 and to approve an additional contingency amount of \$109,713.70.

ATTACHMENT

None

LOCAL CONTRACT REVIEW BOARD AGENDA COMMUNICATION

AGENDA DATE:	July 16, 2019
SUBJECT:	Public Hearing – Design Build Alternative Form of Contracting Method for the Juniper Swim & Fitness Indoor Pool Renovation Project
STAFF RESOURCE:	Brian Hudspeth, Development Manager Bronwen Mastro, Landscape Architect
PREVIOUS BOARD ACTION:	None
ACTION PROPOSED:	Conduct a public hearing to discuss the use of a design build contracting method for the Juniper Swim and Fitness Indoor Pool Renovation Project; adopt Resolution No. 431, adopting written Findings of Fact; granting bidding exemption; authorizing construction of the Juniper Swim and Fitness Indoor Pool Renovation Project using a design builder; and authorizing selection by request for proposals
STRATEGIC PLAN:	
Pillar:	Operations and Management Practices
Outcome:	A balance between caring for existing infrastructure and new development
Strategy:	Continue to “take care of what we have” by prioritizing investments in the district’s existing assets

BACKGROUND

The State of Oregon Revised Statutes require a public hearing be held and for the Local Contract Review Board (LCRB) to take comments on the findings for an exemption from the competitive bidding requirements for certain public contracts pursuant to ORS 279C.335. The Bend Park and Recreation District Board of Directors serves as the LCRB for the park district.

The district proposes to use a design build alternative contracting method for the construction project known as the Juniper Swim and Fitness Indoor Pool Renovation Project. Findings to support this exemption are attached to Resolution No. 431, as Exhibit A. After receiving public comment, the board shall close the public hearing. The board shall then consider public comment, Resolution No. 431 and the proposed findings (Exhibit A).

If the board adopts Resolution No. 431, exempting the Juniper Swim and Fitness Indoor Pool Renovation Project from competitive bidding and directs staff to use the design build approach, a request for proposal (RFP) for a design build contractor will be publicly advertised and will be open to all interested and experienced contractors. The RFP process will be fair and unbiased. The solicitation for a design build contractor will specify the methods by which the contractor shall

competitively select designers, contractors and subcontractors to perform the work. In addition, in the event the design build contractor (or affiliate) performs some portion of the work, the design build contractor will be required to include, at a minimum, public opening of sealed bids in order to ensure competition. This bidding process would be publicly advertised and the process will be available to the public for review.

BUDGETARY IMPACT

The 2020-24 Capital Improvement Plan allocates \$2,500,000 of property tax revenue for this project.

The pre-construction stage of the design build contract will include only that portion of the work that includes the fee for pre-work services. The construction portion of the contract and other construction management services will be funded after the pre-work services concludes and the bidding process is complete. The process leads to a guaranteed maximum price (GMP), which will be an exhibit to the design build contract once approved by the Board.

STAFF RECOMMENDATION

Staff recommends the board exempt the Juniper Swim and Fitness Indoor Pool Renovation Project from competitive bidding and adopt Resolution No. 431 authorizing staff to use the design build contracting method.

MOTION

I make a motion to adopt Resolution No. 431 exempting the Juniper Swim and Fitness Indoor Pool Renovation Project from competitive bidding, and use the design build alternative contracting method to award a design build services contract.

ATTACHMENT

Resolution No. 431
Exhibit A - Findings

BMPRD RESOLUTION No. 431

**A RESOLUTION OF THE BEND PARK AND RECREATION DISTRICT BOARD OF DIRECTORS
ADOPTING FINDINGS, GRANTING BIDDING EXEMPTION, AND AUTHORIZING CONSTRUCTION
OF THE JUNIPER SWIM AND FITNESS INDOOR POOL RENOVATION PROJECT USING THE
DESIGN-BUILD ALTERNATIVE CONTRACTING METHOD**

WHEREAS, the Board of Directors of Bend Park and Recreation District (the “District”) is the District’s Local Contract Review Board, and in that capacity has authority to exempt certain contracts from the competitive bidding requirements of ORS Chapter 279C; and,

WHEREAS, ORS 279C.335(2) authorizes the Local Contract Review Board to exempt certain public improvement contracts from competitive bidding and the district’s public contracting rules authorize the selection of a contractor through the Design-Build process as set forth in OAR 137-049-0670; and,

WHEREAS, the board has determined that the Juniper Swim and Fitness Indoor Pool Renovation should be constructed using a Design-Build process; and,

WHEREAS, a public hearing for the purpose of taking testimony on the draft findings justifying an exemption traditional competitive bidding was held on July 16, 2019, as required by ORS 279C.335(5).

NOW, THEREFORE, the Board of Directors, acting as the district’s Local Contract Review Board, hereby resolves as follows:

1. The findings attached as Exhibit A are adopted.
2. An exemption from competitive bidding requirements is granted and use of the design-build alternative contracting method is authorized.
3. Staff is directed to initiate the process for soliciting and obtaining the services of a qualified Design-Builder for the design and construction of the Juniper Swim and Fitness Indoor Pool Renovation.

ADOPTED by the Board of Directors on this 16th day of July, 2019.

Ted Schoenborn, Board Chair

Attest:

Don Horton, Executive Director

EXHIBIT A

FINDINGS

JUSTIFYING THE USE OF THE DESIGN-BUILD ALTERNATIVE CONTRACTING METHOD FOR CONSTRUCTION OF THE JUNIPER SWIM AND FITNESS INDOOR POOL RENOVATION

The District makes the following findings regarding use of the Design-Build alternative contracting method for construction of the Juniper Swim and Fitness Indoor Pool Renovation:

FINDING #1

It is unlikely that the use of the Design-Build alternative contracting method will encourage favoritism or substantially diminish competition, in the awarding of this public improvement contract.

The Design-Builder will be selected through a competitive process using a Request for Proposal (“RFP”) process authorized by the Board of Directors and complying with public contracting rules and requirements. Any qualified Design-Builder may submit a proposal in response to the RFP.

- A. SOLICITATION PROCESS: Pursuant to ORS 279C.360, the Design-Build solicitation will be advertised at least once in the *Bend Bulletin* and the *Daily Journal of Commerce*. In addition, the solicitation will be available through the Premier Builder’s Exchange.
- B. FULL DISCLOSURE: To ensure full disclosure of all information, the Request for Proposals solicitation package will include:
 - 1. Detailed Description of the Project
 - 2. Contractual Terms & Conditions
 - 3. Selection Process
 - 4. Evaluation Criteria
 - 5. Role of Evaluation Committee
 - 6. Process for Comments/Clarifications
 - 7. Complaint Process and Available Remedies
- C. SELECTION PROCESS: Other highlights of the selection process will include:
 - 1. A pre-proposal vendor meeting will be announced and held. This meeting will be open to all interested parties. During this pre-proposal meeting, as well as any time prior to seven (7) days before the close of the solicitation, interested parties will be able to ask questions, request clarifications, and suggest changes in the solicitation documents if such parties believe that the terms and conditions of the solicitation are unclear, inconsistent with industry standards, or unfair and unnecessarily restrictive of competition.

2. Sealed proposals will be submitted to the Administrative Services Director, located at the District Administration Offices at 799 SW Columbia Street, Bend, Oregon 97702, and opened publicly at the time specified in the advertisements.
3. The evaluation process will determine whether a proposal meets the screening requirements of the RFP, and to what extent. The following process will be used:
 - a. Proposals will be evaluated for completeness and compliance with the screening requirements of the RFP. Those proposals that are materially incomplete or non-responsive will be rejected.
 - b. Proposals considered complete and responsive will be evaluated to determine if they meet and comply with the qualifying criteria of the RFP. If a proposal is unclear, the proposer may be asked to provide written clarification. Those proposals that do not meet all requirements will be rejected.
 - c. Proposals will be independently scored by the voting members of the Selection Committee in accordance with the evaluation criteria provided in the RFP. Scores will then be combined and assigned to the proposals.
 - d. The Selection Committee may convene to select, from the highest-scoring proposers, a group of up to three finalists (if three are available) for formal interviews.
 - e. The Selection Committee may conduct the interviews. The Selection Committee reserves the right to make a determination without conducting interviews.
 - f. The Selection Committee will use the interviews, if conducted, to confirm the scoring of the proposals and to clarify any questions. Based upon the revised scoring, the Selection Committee will rank the proposers, and provide an award recommendation to the Executive Director who will seek Board of Directors approval for the District to proceed with the contract negotiation with the highest-ranked proposer.
 - g. The Executive Director will negotiate a contract with the top-ranked firm. If an agreement cannot be reached, the District will have the option to enter into an agreement with the second-ranked firm, and so forth.
4. Competing proposers will be notified in writing of the selection of the apparent successful proposal and will be given five (5) calendar days after receipt of the notice to review the RFP file and evaluation report at the District offices. Any questions or concerns about the selection process will be subject to the requirements of the District's Public Contracting Rules, must be in writing, and must be delivered to the District's Administrative Services Director within five (5) calendar days after mailing of the selection notice. No protest of the award selection shall be considered after this time period.

FINDING #2

Use of the Design-Build alternative contracting method will result in substantial cost savings and other substantial benefits to the District.

In approving this Finding #2, the District Board shall consider the following:

- A. **Number of Available Bidders.** The District does not anticipate that the Design-Build method of contracting will affect the number of available bidders.

- B. **Construction Budget.** Any contract awarded through this process will require the Design-Builder to use an open, competitive selection process to bid all components of the job. The Design-Builder's overhead and fee will be evaluated as one of the scoring criteria. Overhead, which includes supervision, bonding, insurance, and mobilization, must be within the industry standard range of approximately 10%. The Design-Builder's fee must be within the industry standard range of 3-5%. Since these amounts will be scored as part of the competitive RFP process, the entire dollar value of the project will be awarded through open, competitive processes, at both the general contractor or subcontractor level. The Design-Build process should also result in the following benefits:

FEWER DESIGN FLAWS AND CHANGE ORDERS: When the Design-Builder provides both design and construction services, it reduces the risk of design flaws, misunderstandings, conflicts, and change orders during construction. This is due to the Design-Builder's better understanding of the project complexities, owner's needs, and the design intent for the project. As a result, the project is more likely to be completed on time and within budget. In addition, fewer change orders reduce the administrative costs of project management for both the District and the Contractor.

CONTRACTOR'S FEE IS LESS: Design-Build contracts are designed to create a better working relationship with the contractor. As a consequence, the overhead and profit fee are generally in the 3-5% range, and contractors indicate that this is slightly lower than the fee anticipated on similar design-bid-build contracts.

GMP CHANGE ORDERS COST LESS: When Design-Build change orders are required, they are typically processed at a lower cost under the GMP. The design-bid-build method typically results in the contractor charging 15% markup on construction change orders. The GMP method applies lower predetermined markups, generally limited to the Design-Builder's overhead and profit fee.

SAVINGS: Under the GMP method, when the Design-Builder completes the project, any savings between the GMP and the actual cost accrue to the District. The Design-Builder bears the risk of cost overruns.

- C. **Public Benefits.** Early selection of a Design-Builder creates more informed, better quality decision making by the project construction team. A more efficient construction team saves the District money and provides other public benefits.

GUARANTEED MAXIMUM PRICE ESTABLISHES A MAXIMUM PRICE PRIOR TO COMPLETION OF FINAL CONSTRUCTION DOCUMENTS: Because the Design-Builder provides the design services, that person or firm will be able to obtain a complete understanding of the District's needs, the scope of the project, and the operational needs of District staff and those who utilize District facilities. This will result in a clearer understanding of the project scope needed to develop the GMP for the project. During this phase, the Design-Builder will be able to offer suggestions regarding design improvement and constructability concerns, and make other suggestions for reducing costs, and offer a fair and accurate GMP for construction.

- D. **Value Engineering.** The Design-Build process offers a unique opportunity for value engineering that is not possible through the design-bid-build process.

VALUE ENGINEERING AND DESIGN-BUILDER PARTICIPATION IN THE DESIGN PROCESS: An essential part of each construction project is the value engineering evaluation. Value engineering is the means used to determine the best project design that meets the needs and priorities of the owner, while remaining within the owner's budget. Value engineering is done most effectively by a team consisting of the owner, architect, consultants, and the contractor. The integrated Design-Build team can render the most comprehensive evaluation of all factors that affect the cost, quality, and schedule of the project.

Under the traditional design-bid-build method, the contractor would not participate in this evaluation. Therefore, value engineering would be conducted without the benefit of:

- The ability to review the design for constructability;
- The ability to set the schedule;
- The ability to sequence work; and
- Contractor's commitment to implement the design within the schedule and budget.

Through integrated participation, the project scope and design evolution has greater value for the District, and is more likely to avoid the complications often found in project utilizing the design-bid-build method.

- E. **Specialized Expertise.** The construction project involves highly-complex tank and equipment construction, construction sequencing, and access issues related to the continued use of the remaining Juniper Swim and Fitness Center during construction. Use of a Design-Build team will result in a better-coordinated project, speed completion, and minimize disruption to operations. The Design-Builder: determines the construction schedule; establishes the sequence of work; is contractually bound to implement the final project design within the GMP; and participates as an essential member of the project design and construction team. Several benefits of participation by the Design-Build team on this project will be realized: grouping of the bid packages to help ensure better trade coverage; determining the most efficient construction staging area while maintaining access and functionality for the remaining facility; and helping to adjust the work plan when unforeseen circumstances arise.
- F. **Public Safety.** Because the remainder of the facility is in use during the construction process, safety is of critical importance. By being involved in all phases of the project, including both design and construction, understanding the structural peculiarities of the building, and knowing the scope and technical complexity of the project, the Design-Build team will be able to provide a safe environment for facility staff and users throughout the entire project.
- G. **Market Conditions.** Because the project has a limited budget, it is essential to reduce the risk of cost overruns. The District's ability to accurately estimate the cost of the

project is complicated by a multitude of current construction market conditions (e.g., competition with other projects, environmental issues that limit available construction materials, shortage of qualified craftsman, etc.), as well as the difficulty in establishing the best work sequence. Use of a Design-Builder to coordinate and supervise these processes is expected to minimize the variables that can result in increased costs.

- H. **Size and Technical Complexity.** The technical complexity of this construction project will be best addressed through the Design-Build process. The project involves renovation of two existing pools, replacement of their surrounding decks and gutters, reconfiguration of mechanical and equipment rooms, installation of pool, mechanical, and electrical equipment, and coordination of construction access in a facility that will remain in use during construction. Use of a Design-Builder with specialized expertise in project coordination, in conjunction with a team approach, will result in a better coordinated project and provide opportunities for innovative design solutions through collaboration that would not be possible if the contractor were not selected until completion of the design process. This allows for earlier identification of problem areas and reduces cost uncertainty.

The Design-Build process helps identify several critical variables valuable to project design. The process: establishes a GMP for implementing the final project design to complete the project; determines the construction schedule; establishes the sequence of work; and promotes work as an integrated design and construction team. Benefits of this approach include developing the design documents to reflect the best work plan to accommodate both the District and contractor; achieving the best grouping of the bid packages that will help ensure better trade coverage; more efficient construction staging; and help with adjusting the work plan in the event unforeseen circumstances arise.

- I. **Expertise of District Staff, Consultants, and Legal Counsel.** The District has development and construction staff with experience in project and construction management. The staff has utilized alternative contracting methods with success. The District utilizes outside consultants and legal counsel with substantial experience in public improvement contracting, alternative contracting methods, and contract enforcement. The District staff, consultants, and legal counsel will be able to effectively award the contract, and to help negotiate, administer and enforce the terms of the contract.

BOARD AGENDA COMMUNICATION

AGENDA DATE:	July 16, 2019
SUBJECT:	Full-time Position Request
STAFF RESOURCE:	Matt Mercer, Recreation Director
PREVIOUS BOARD ACTION:	None
ACTION PROPOSED:	Approve full-time position request
STRATEGIC PLAN:	
Pillar:	Operations and Management Practices
Desire Outcome:	Staffing levels that are consistent with District growth
Strategy:	Align staffing with desired levels of service

BACKGROUND

The district has recently added roller sport activities to The Pavilion following the repurposing of the indoor roller rink facility at Cascade Indoor Sports. This is an excellent opportunity to complement the ice season, address the community need for roller sport and recreation activities and maximize the use of the facility. The Pavilion is perfectly suited for roller sports with its full-size rink and supporting facilities including viewing room, changing rooms, restrooms, concessions, etc.

A new flooring surface more suitable for roller sports was recently donated and installed. Bend Bullets Roller Hockey Club will be renting the facility for practices and games. The Pavilion also has the capacity to meet the roller sports need without compromising current program offerings. Roller sport activities will be scheduled during the fall and spring shoulder seasons when use at The Pavilion has been light and during the summer evenings and weekends when the PAC summer camp is not in session. The only existing use that will be limited as a result of the roller sport activities is rental and special event availability on non-ice season weekends.

As a part of planning for the addition of roller sport activities, staff completed an operations analysis which considered additional staffing needs, program costs, utility and building operational costs, and revenue potential. The analysis revealed that the additional revenue generated from roller sport activities would cover the additional costs. Staff estimates that roller sport activities will generate approximately \$90,000 in revenues and require approximately \$80,000 in expenses in fiscal year 2019-2020. Staff expects to grow the roller sport program in the next fiscal year with more time to plan, develop and market activities.

Part of the staffing plan includes the addition of a full-time program coordinator position at The Pavilion. This would replace a current combined position that serves as a shift supervisor at The Pavilion in the winter and park steward in the summer. With the need for a year-round position at The Pavilion, the park steward program would lose half of this shared full-time position. Staff recommends that it be filled through a full-time, year-round park steward position that can also provide back-up support to The Pavilion during the ice season. This would allow the park steward program during the winter when there is currently only one park steward working. The combined

result of this plan is a net increase of 1 full-time position to the district (0.5 FTE at The Pavilion and 0.5 FTE in the park steward program).

BUDGETARY IMPACT

As discussed above, the impact to the 2019-20 adopted Recreation budget is positive with additional revenues expected to be approximately \$10,000 more than additional expenses, including the requested position change. The adopted budget includes \$100,000 in revenue and offsetting expenses for unanticipated program expansion. As the estimated revenue and expense for the addition of roller sports falls within this budgeted amount, the board does not need to approve a supplemental budget. The request does however result in up to a \$38,150 increase in the Park Services budget due to the expansion of the current shared to a full-time, year-round Park Steward position. The cost can be absorbed through savings expected in the 2019-20 adopted budget.

to maintain its current level of service during the summer while adding needed coverage

STAFF RECOMMENDATION

Staff recommends that the board of directors approve an additional full-time position for the 2019-20 fiscal year. This consists of expanding one current 0.5 FTE shift supervisor position at The Pavilion to a full-time program coordinator in order to provided needed support for the expanded programming at The Pavilion, and one current 0.5 FTE park steward position to a full-time park steward to maintain the level of service of the park steward program. The two 0.5 FTE position are currently combined into one position.

MOTION

I move to approve the addition of one full-time equivalent position for the fiscal year 2019-2020.

ATTACHMENT

None

**Board Calendar
2019-2020**

**This working calendar of goals/projects is intended as a guide for the board and subject to change.*

August 6 – Canceled

Larkspur Tour option

Nathan absent

Ariel absent

August 13 – Board Training: Eagle Crest Resort 8:30-4:30

August 20

Nathan absent

Work Session

- ◆ CAPRA Overview – *Michael Egging (20 min)*
- ◆ Park Services Report
- ◆ City of Bend Transportation System Plan update – *Karen Swirsky, City of Bend (30 min)*

Business Session

- ◆ Approve Construction Contract for Rockridge Restroom – *Jason Powell (10 min)*
- ◆ Approve Construction Contract for Juniper Park – *Jason Powell (10 min)*

September 3

Work Session

- ◆ Summer Recreation Update and Fall Outlook – *Matt Mercer and Michael Egging (20 min)*
- ◆ River recreation use findings – *Kayla Sicard and Sarah Bodo (20 min)*

Business Session

September 17

Work Session

Business Session

- ◆ Empire Crossing Park – Award Construction Contract – *Jason Powell (15 min)*

October 1

Work Session

Business Session

October 15

Work Session

Business Session

November 5

Work Session

Business Session

November 19

Work Session

Business Session

December 3

Work Session

Business Session

- ◆ Appoint Budget Committee Member(s) – *Lindsey Lombard*

December 17

Work Session

Business Session

TBD

IGA with the City for Planning – *Michelle Healy and Don Horton (45 min)*

Recreation Programming Plan – *Matt Mercer and Michael Egging*

Trails Plan and Projects Update –

FC Timbers Field Development Partnership Update – *Matt Mercer and FC Timber Reps (30 min)*

Goodrich Park Award Construction Contract – *Ian Isaacson and Jason Powell (20 min)*

Award construction contract for Big Sky Park – *Brian Hudspeth (15 min)*

Northpointe Park Award Design Contract – *(20 min)*